FLO
U.S. DEPARTMENT OF STATE
Advocacy Programs Services

EPAP EXPANDED PROFESSIONAL ASSOCIATES PROGRAM

2014 EPAP Qualifications Standards

Qualification Evaluation Panels (QEPs) will review each candidate for every EPAP area in which s/he has requested qualification. Each applicant will be evaluated as either:

• Qualified: has the required educational and/or work experience; could likely perform the job duties with on-the-job training and supervision/support

• Not Qualified: does not possess the minimum educational background and/or work experience deemed necessary to perform the job duties; likely would not be successful.

The QEPs will determine whether applicants are qualified or not qualified. Once the QEPs have finished their evaluation, HR/FLO will send applicants email notification of the results of their review. HR/FLO will also forward the applications of qualified applicants to the respective Regional Bureaus. The Regional Bureaus will conduct interviews and make hiring decisions. *Qualification for an area does not guarantee an offer of employment.*

The QEPs will rely on applicant's USAJOBS/online Federal resumes and educational transcripts in making their determinations. Applicants must include with their applications, legible copies of U.S. college/university transcript(s) that include degree(s) (if any) awarded and course work completed. If transcripts do not indicate the degree awarded, applicants should include a copy of their diploma with the transcripts.

Foreign Education Provision: Foreign education transcripts will not be accepted. Applicants will submit copies of their foreign education credential evaluations in

lieu of transcripts in their applications. For additional information on credential evaluations, please see the 2014 Fall Open Season document available here: http://www.state.gov/m/dghr/flo/c41174.htm.

Qualification Standards by Area

"Professional experience" is defined as: experience gained in a recognized field such as journalism; social sciences; business management; project management; marketing; economics; political science; law; engineering; computer science; healthcare; teaching; or natural sciences. Note: Professional experience does not include clerical or receptionist work experience.

"Specialized experience" is required for some positions. See the information listed for the type of specialized experience that is required for the various areas

Economics

To be determined "qualified" in this area, a candidate must:

- Hold an advanced degree with a major or minor in economics; or
- Hold a bachelor's degree with a major or minor in economics and have a minimum of 2 years' professional experience; or
- Hold a bachelor's degree in any field and have a minimum of 2 years' professional experience in business, economics, public policy, law, statistics, accounting, or finance.

Management

To be determined "qualified" " in this area, a candidate must:

- Hold an advanced degree in any field; or
- Hold a bachelor's degree in any field and have a minimum of 2 years' professional experience; or
- Hold an associate's degree in any field and have a minimum or 2 years' specialized experience.

"Specialized experience" is professional work directly relevant to management work. It includes the examples listed below under general services, human resources, and financial management qualification standards.

Political

To be determined "qualified" in this area, a candidate must:

- Hold an advanced degree in any field; or
- Hold a bachelor's degree in any field and have a minimum of 2 years' professional experience

Public Diplomacy

To be determined "qualified" in this area, a candidate must:

- Hold an advanced degree in any field; or
- Hold a bachelor's degree in any field and have a minimum of 2 years' professional experience

Financial Management

To be determined "qualified" " in this area, a candidate must:

- Hold a master's degree in business, government, or public administration with a concentration in accounting, finance, auditing, statistics, information systems, or engineering; or
- A bachelor's degree (BA or BS) with a minimum of 24 semester hours in accounting or finance, and have at least 2 years of specialized experience. (Note: The requirement for a minimum of 24 semester hours in accounting or finance may be waived if the candidate is a Certified Public Accountant.)

"Specialized experience" is professional work that is of a progressively responsible nature in a medium or large organization with a multi-million dollar budget. This

experience also must include more than one area of financial management. Consumer loan management/approval and individual tax preparation are not considered to be specialized experience for an FMO position. Examples of specialized experience are as follows:

- Experience in financial management work which involved the preparation, justification, or management of an organization's budget, or participation in budget hearings on appropriations for a government agency.
- Experience as a financial management officer in a government agency or in a business or industrial concern with responsibilities for program planning, organization, methods, and procedures.
- Experience in government or private sector accounting including interpretation and use of financial data for informed decision-making and the efficient use of resources.
- Teaching comprehensive budget, fiscal, or accounting courses in an accredited educational institution above the high-school level.
- Experience in the development and/or implementation of internal controls and compliance with laws and regulations related to financial management. This includes experience in the audit and financial management review of procedures and requirements.
- Experience in banking, currency purchasing, or treasury operation.
- Experience in payroll plan development and/or administration.

General Services

To be determined "qualified" " in this area, a candidate must:

- Hold a bachelor's degree in any field and have a minimum of 2 years' professional experience; or
- Hold an associate's degree in any field and have a minimum or 2 years' specialized experience; or

- Have a high school degree and a minimum of 6 years' professional experience, including 3 years' general professional experience and 3 years' specialized experience.

"Specialized experience" is professional work directly relevant to general services work. It includes:

- Responsibility for scheduling large shipments of domestic or overseas freight and managing customs clearances.
- Experience in negotiating contracts.
- Experience in procurement practices and procedures.
- Supervision of inventory of supplies and equipment.
- Supervision of contractual services for utilities and equipment.
- Experience in negotiating for the purchase and leasing of real property.
- Supervision of maintenance, repair and services of office and residential property.
- Supervision of motor pool operations, including management and servicing of vehicles.
- Experience in managing a pool of housing, developing space assignments, and maintaining individual units.
- Experience in managing an employee travel program encompassing a wide variety of types of travel and destinations.

Human Resources

To be determined "qualified" in this area, a candidate must have:

- Hold a bachelor's degree in any field and have a minimum of 2 years' professional experience; or
- Hold an associate's degree in any field and have a minimum or 2 years' specialized experience; or
- Have a high school degree and a minimum of 6 years' specialized experience.

"Specialized experience" is professional work directly relevant to human resources work. It includes:

- Experience in a human resources office in a government agency or in the private sector with responsibilities for program planning and policy development.
- Experience in recruitment, qualifications examination and placement of professional and/or support staff personnel.
- Experience in position classification/job evaluation.
- Experience in wage and benefits surveys and analysis.
- Experience in the administration of employee benefits programs such as health benefits, life insurance and retirement systems.
- Experience in labor relations and equal opportunity issues in government and business.
- Experience in employee career development and training.
- Experience in performance management/employee evaluations.

Information Management

To be determined "qualified" for this area, a candidate must:

- Hold an associate's degree in any field and have one year experience in an information technology environment; or
- Have a high school diploma and two years' experience in an information technology environment

"Specialized experience" is professional work directly relevant to information management work. It includes:

The implementation, management, and/or support of information technologies including information security, problem and resolution tracking, telecommunications, computer networking, trouble-shooting, off-the-shelf software, radio and telephone systems, social media, and other technologies leveraged to satisfy business needs in a customer-oriented environment.

Experience using standard office automation tools such as word processing or spreadsheet software as a tool in the performance of one's duties, where the primary responsibilities of the position do not meet the preceding definition, does not qualify.

Office Management

To be determined "qualified" " in this area, a candidate must have:

- Hold a bachelor's degree in any field; or
- Hold an associate's degree in any field and have a minimum of 1 year professional experience; or
- Have a high school diploma and 2 years' professional experience

Office management experience is progressively responsible work related experience in positions which have a combination of secretarial, administrative assistant or office management components. Applicants must have a demonstrated proficiency in Microsoft Office Word 2003 or Microsoft Office Word 2007 as well as other commonly used programs (such as Outlook, Excel and Power Point).

Medical-Registered Nurse

To be determined "qualified" in this area, a candidate must have:

A bachelor's or associate's degree from a professional nursing school or college and have a current and unrestricted Registered Nurse (RN) license with 1 year of hospital or outpatient nursing experience.

Medical - Nurse Practitioner

To be determined “qualified” in this area, a candidate must:

- Have a Bachelor’s collegiate degree from an accredited school of nursing,
- Be a graduate of an accredited Nurse Practitioner (NP) program at the time of appointment and must be currently licensed as a Nurse Practitioner in a state, the Commonwealth of Puerto Rico, a territory of the U.S. or the District of Columbia and must have current national certification as an NP from the American Nurses Credentialing Center or American Academy of Nurse Practitioners to practice medicine in the U.S., and
- Have a minimum of 4 years of recent experience providing direct patient care, including one year of experience as a practicing nurse practitioner in an independent family or general practice setting.

Medical - Physician

To be determined “qualified” for one of these positions, a candidate must have:

- A M.D. collegiate degree, completion of an approved internship and residency, and a license to practice medicine in the U.S. , and
- Residency training in a primary care specialty,(Family Medicine, Internal Medicine, or Emergency Medicine, or Pediatrics), and be currently U.S. specialty board certified or board eligible.

If you have any questions about these requirements, please contact FLOAskEPAP@state.gov.